Conservation Project Manager

Reports to: Conservation Director
Hours: Full Time (40 Hours/Week)
Salary: $50,000-$56,000 commensurate with experience
Benefits: Benefits include health insurance, matching retirement contribution, 15 days vacation, 12 days personal leave, and 11 holidays per year.
Location: Bremerton, WA
Closing Date: Open until filled

Summary
We are seeking a committed, organized, and goal-oriented individual to join the team of our successful and growing land trust. Working closely with the Conservation Director, the Conservation Project Manager implements Great Peninsula Conservancy’s land conservation initiatives involving purchase of land and conservation easements, mostly in Kitsap County. Duties include partnership development, community and landowner outreach, grant writing and administration, and implementing real estate transactions. Requirements for the position include a minimum of three years’ experience in land conservation, real estate, natural resources management, planning, or a related field. This is a great opportunity for an organized and goal-oriented individual to join the conservation team and help protect wildlife, recreation opportunities, and the rural character of the peninsula.

Position Description
The full-time Conservation Project Manager will manage the acquisition of fee-simple lands and conservation easement transactions to implement GPC’s Conservation Plan. This individual will be responsible for writing and managing project grants, conducting due diligence in support of potential acquisitions, organizing field visits with landowners and partners, overseeing project consultants, and coordinating land/easement transaction closings. The Project Manager will be responsible for managing large, complex transactions, including conservation easements.

Responsibilities
- Project identification, outreach, and development, including collaboration with private landowners and partner organizations;
- Identify sources of project-specific funding from public agencies, private foundations, and other sources;
- Write grant applications, develop project budgets, participate in site evaluations by grantors, and prepare presentations;
- Manage project grants, including meeting all financial and programmatic reporting requirements;
- Obtain and review appraisals, environmental assessments, surveys, title reports and closing documents, and track progress toward closing on land transactions;
• Utilize ArcGIS database in support of Conservation Program goals;
• Maintain extensive project files to document activities, intentions, and actions on all conservation projects.

Qualifications
• Interest and experience demonstrating commitment to the mission, values, and goals of GPC;
• Three years' experience in conservation, project management, grant writing, real estate, natural resource management, planning, or other related fields;
• Ability to work with a diverse range of people;
• Up-to-date computer skills and an understanding of how to utilize MS Office Suite programs and ArcGIS;
• Exceptional writing and organizational skills, and a keen attention to detail;
• Physical ability to hike rough terrain;
• Valid driver’s license.

To Apply
Submit cover letter and resume, making sure to address any pertinent professional and personal experience that is relevant to this position. Additional materials demonstrating knowledge, skills, and abilities are encouraged. Send application to: ali@greatpeninsula.org

Application Deadline
Open until filled. Anticipated start date is April 15th, 2022.

Organizational Profile
Great Peninsula Conservancy (GPC) is an accredited, nonprofit land trust that works to protect and steward ecologically valuable lands in west and south Puget Sound. GPC’s conservation program is focused on four initiatives: shoreline and estuary, forest, stream and freshwater wetland, and community greenspace. Since 1980, Great Peninsula Conservancy has protected nearly 11,000 acres through acquisitions, conservation easements, and partnerships. With a supportive and active membership base of over 800 individuals, GPC works closely with conservation and outdoor recreation groups, state and tribal agencies, and local governments to accomplish its mission. GPC’s office is located in Bremerton, a burgeoning community close to the Olympic Mountains and only 30 minutes away from downtown Seattle via ferry.

GPC is committed to diversity, equity, and inclusion in all aspects of our work. More information can be found at https://greatpeninsula.org/about/. Applicants from minority groups and women are encouraged to apply.